

## ***Command Sustainment & Revitalization Division (CS&RD)***

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**U.S. ARMY ACQUISITION SUPPORT CENTER**

**Human Resources  
Summit**



# **Command Sustainment & Revitalization Division (CS&RD)**

Presented To: USAASC

Presented By: CS&RD Staff

20 April 2011



# CS&RD Overview

- Command Sustainment and Revitalization Division will focus on civilian workforce issues (policies, procedures, workforce forecasting and human capital planning, training and development) for HQDA command, including HQDA Principal Officials, Army Service Component Command, Field Operating Agencies, and Direct Reporting Units.



# **Delegations of Authority of Civilian Personnel (CP) Authorities**

Presented To: USAASC

Presented By: Marsha Ellis

20 April 2011



# Delegations of Authority of CP Authorities

- Initiative to update, validate and delegate the authorities
- The Secretary of the Army updated 26 authorities on 13 October 2010
- Pending ASA (M&RA) further delegation before AASA updates
  - Individual delegation memorandum for each authority where applicable
- Last full-scale delegation document- 2003 AASA memorandum and table of delegation of authorities
- Updated delegations found on the OAA Customer Portal [https://secureweb.hqda.pentagon.mil/oaacustomer/docs/OAA\\_DELEGATION\\_AUTHORITY\\_MATRIX.pdf](https://secureweb.hqda.pentagon.mil/oaacustomer/docs/OAA_DELEGATION_AUTHORITY_MATRIX.pdf)



# **Civilian Expeditionary Workforce**

Presented To: USAASC  
Presented By: Marsha Ellis  
20 April 2011



Office of the Administrative Assistant to the Secretary of the Army

[www.oaa.army.mil](http://www.oaa.army.mil)

# Civilian Expeditionary Workforce (CEW)

- CEW is a ready, trained, and cleared workforce for rapid response and quick assimilation into new environments to support humanitarian missions, disaster relief, restoring order in civil disorder, security, stability, transition, and reconstruction operation. Also contingencies, emergencies and combat operations mission of the Department of Defense.



# Civilian Expeditionary Workforce Process

www.oaa.army.mil

1. Member volunteers for CEW opportunity using website



Submit a current copy of their resume and the specific position ID number and title from position listing on the website to:  
civdeploy@cpms.osd.mil

2. Member is potentially matched to job opportunities they have selected

Resumes will be cleared through DOD/component channels. (CHRA Aberdeen Proving Grounds)

3. Army seeks Command Endorsement

HRMD contacts Command/Agency through ASC tasking for concurrence/endorsement (10 Working days)

4. Endorsed members are vetted by Theater, DOD and Army for selection and deployment.

Cleared resumes will be transmitted to Joint Chiefs of Staff (JCS-J-1) and the Office of the Deputy Under Secretary of Defense (Civilian Personnel Policy) (ODUSD(CPP)) for vetting

5. Command Non Concurrence on members possible selection

Per DOD and Assistant Army G1 for Personnel Policy memorandum, denial must be through Command channels .

6. Assistant Army G1 and DOD concur with Command denial

Member is not selected and will not deploy

7. Assistant Army G1 for Personnel Policy and DOD non concur with Command denial

Member is selected and deploys in support of CEW





# Telework

Presented To: USAASC  
Presented By: Marsha Ellis  
20 April 2011



# HQDA Telework Program

## Pending Changes to DA Memo 690-8

- Updated to include new policy requirements for Civilians and Service Members
- Telework Applicability and Eligibility
  - Includes Services Members
  - Added new expanded telework categories
  - Includes more detail on employees not eligible
  - Authorized for the max number of positions without jeopardizing mission readiness
- Telework Agreements
  - Requires use of DOD Telework Agreement Form 2946 as standard form
  - Agreements should be revalidated/revised at least every 2 years
- Emergency Situations
  - Mission Critical, Regular and Situational teleworker shall telework when the Federal Government is closed due to emergency situations, if stated and documented in their telework agreements.



# HQDA Telework Program Con't

- Performance Management
  - Expanded to include clear definitions of supervisor and employee standards and roles
- Telework denial and termination
  - Supervisors must document and notify employees in writing when telework is denied or an agreement is terminated.
- Unscheduled Telework
  - Guidance issued by Office of Personnel Management for the Washington, DC Area, Dismissal and Closure Procedures. It is a new option for Federal employees to work from home during severe weather conditions or other circumstances that may disrupt commuting.



# Timeline

- ❑ December 2010 – Washington DC Area Dismissal and Closure Procedures Updated
  - Includes new workplace option: Unscheduled Telework
  - DoDI 1035.01 is currently being revised to include Unscheduled Telework
- ❑ December 2010 – Telework Enhancement Act of 2010 signed into law
  - DoDI 1035.01 is currently being revised to comply with this new law
- ❑ October 2010 – DoDI 1035.01 reissued by DOD
- ❑ October 2009 – AASA approved DA Memo 690-8



# Resource Links

DODI 1035.01, DoD Telework Policy

<http://www.dtic.mil/whs/directives/corres/pdf/103501p.pdf>

DoD Telework Agreement -

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2946.pdf>

OPM Washington, DC, Area Dismissal and Closure Procedures -

<http://www.opm.gov/oca/compmemo/dismissal.pdf>

DA Memo 690-8 -

[http://www.apd.army.mil/pdf/files/m690\\_8.pdf](http://www.apd.army.mil/pdf/files/m690_8.pdf)



# **Recruitment, Retention, Relocation and Enhanced Retention Incentives (4Rs)**

Presented To: USAASC

Presented By: Cheryl Rowe

20 April 2011



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# Recruitment, Retention, Relocation and Enhanced Retention Incentives (4Rs)

- Authority was delegated to the Principal Officials on 4/30/10, expires on 9/30/12.
  - Enhanced incentives – Authority only for employees outside the NCR.
- Use of recruitment and relocation incentives as hiring incentives in the form of compensation.
- Required to consider a recruitment incentive, instead of or in addition to offer an advanced in-hire.
- Enhanced retention incentive offered to employees who would likely to leave their position due to BRAC.
  - Within the NCR must be approved by AASA before incentive may be offered



# **Expedited Hiring Authority**

Presented To: US Army Acquisition Support Center

Presented By: Cheryl L. Rowe

20 April 2011





# Expedited Hiring Authority for Acquisition Positions

- ❑ AASA delegated the authority to the Principal Officials on 5/14/09, expires 9/30/12.
- ❑ Purpose – to expedite recruiting for shortage category acquisition positions by permitting
  - Shortening announcement “open notice” period
  - Selecting highly qualified candidates more quickly
  - “Rule of three” does not apply
  - Name requests
- ❑ Quarterly reporting requirements apply



# Reemployed Annuitants

Presented To: USAASC  
Presented By: Cheryl Rowe  
20 April 2011



# Reemployed Annuitants

- The Administrative Assistant to the Secretary of the Army is the only approval authority to approve hiring of a reemployed annuitant until further delegation is approved.
- If delegation to approve reemployed annuitants is given to Principal Officials, appointments need to be ratified from 09 April 2009 until the re-delegation is signed.



# **Voluntary Early Retirement Authority (VERA), Voluntary Separation Incentive Pay (VSIP)**

Presented To: USAASC

Presented By: Cheryl L. Rowe

20 April 2011



# VERA/VSIP 101

- ❑ Authority is used to reduce the number of personnel or to restructure the workforce to meet mission objectives without reducing the overall number of personnel.
- ❑ VERA/VSIP is often referred to as the “buyout”, as approved employees can receive up to \$25K for those separating from the Federal Government.
- ❑ VERA/VSIP is a management tool, **not an employee entitlement.**



# VERA/VSIP 101 continued

## Restructure

- ❑ Used to correct skill imbalances, reduce supervisory layers or change the full performance level of positions.
- ❑ The restructured position should reflect a change in series, supervisory status, or dominant duties.
- ❑ Vacated position is recruited and filled behind as restructured position is defined. Changes need to be reflected on the table of distribution and allowances.

## Downsize

- ❑ Used to avoid or minimize the need for involuntary separations due to reduction in force.
- ❑ Position left behind is eliminated. Changes need to be reflected on the table of distribution and allowances.



## VERA/VSIP Info

- VERA/VSIP allocations provided from G-1 to MACOM's in December of 2010.
  - Allocations distributed based on usage for FY-10. Additional allocations will be provided after organization completes a 5 year audit and provides a human capital strategic plan to G-1.
- VERA/VSIP for BRAC is not tied to the allocations received, although must document for reporting purposes.
- The Army Acquisition Executive (Honorable Malcolm R. O'Neil) has the authority to approve the use of VERA/VSIP for the ASC, PEO's & PM's.
  - Current delegation from AASA to the AAE expires 12/16/11.





# Mission Critical Occupations

VERA/VSIP for positions identified as Mission Critical, must be approved by G-1 (through their chain of command) prior to AAE approval

Covered Positions -

New - 0201 - Human Resources Specialist & 0801 - General Engineer

0810 - Civil Engineer	1102 - Contracting
0830 - Mechanical Engineer	1515 - Operations Research Analyst
0850 - Electrical Engineer	1550 - Computer Scientist
0854 - Computer Engineer	1811 - Criminal Investigator
0855 - Electronics Engineer	2210 - Information Technology Spec.

For a complete list of positions identified as Critical Mission Essential  
<http://cpol.army.mil/library/staff/2010-1206-vsip2011.html>

**New Requirement - Servicing CPAC must review vacant positions for**

05/26/17

POC: Cheryl L. Rowe @ 703-545-

1133

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# Reporting Requirements

- ❑ G-1 no longer requires quarterly VSIP reports. ASC will still require the PEO's & PM's to provide this information to them.
- ❑ At the end of the fiscal year, HRMD should be provided notice of the total number of VSIP allocations used for all of ASC (including the PM's & PEO's).
- ❑ There is still a requirement to account for any VSIP allocations for BRAC. Typically the information has been requested by G-1 at the end of the fiscal year.



# DA Intern Program

Presented To: USAASC  
Presented By: Shirley Powell  
20 April 2011



# Agenda

- ❑ ACTEDS Program
- ❑ Career Interns
- ❑ Supervisor Responsibilities
- ❑ Individual Development Plan (IDP)
- ❑ Performance Requirements
- ❑ Resource Allocation Selection System (RASS)
- ❑ Defense Travel System (DTS)



# ACTEDS

- What Is ACTEDS?
- Goals
- ACTEDS Plans
- Mandatory Training
- Professional Development Assignments
- Funding Strategy



# Career Interns

- ❑ Competitive
- ❑ Types Of Interns
- ❑ Functional Career Programs
- ❑ Mobility Agreement
- ❑ Placement



Office of the Administrative Assistant to the Secretary of the Army

[www.oaa.army.mil](http://www.oaa.army.mil)

# Supervisor Responsibilities

- ❑ Initial Source Of Information
  - Career Program Information
  - Career Progression Patterns
  - Mobility
  - Career Assignment Opportunities
  - Intern Placement



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# Supervisor Responsibilities, [www.oaa.army.mil](http://www.oaa.army.mil)

## Cont'd

- ❑ Discuss Training Needs
- ❑ Develop Individual Development Plan (IDP)
- ❑ Develop Performance Objectives
- ❑ Assign On-the-Job Training (OJT)
- ❑ Nominate Interns For Formal Training
- ❑ Evaluate Intern Performance



# Performance Requirements

[www.oaa.army.mil](http://www.oaa.army.mil)

- ❑ Performance Objectives
- ❑ Performance Appraisals
- ❑ Types Of Appraisals
  - Semiannual
  - Probationary
  - Special





# ACTEDS Plans

- ❑ Master Intern Training Plan (MITP)
- ❑ Individual Development Plan
  - What It Is
  - Contents
  - When Is It Developed
  - Types Of Training



# CIVILIAN LEADERSHIP TRAINING

## CORE CURRICULUM

(AR 690-400, Chapter 410/413)



### INTERN

- ★ ILDC (Intern Leadership Development Course) (on site)
- ★ AODC (Action Officer Development Course) (Correspondence)

### SUPERVISOR

- ★ SDC (Supervisory Development Course) (Correspondence)
- ★ LEAD (Leadership Education and Development Course) (on site)

### MANAGER

- ★ MDC (Manager Development Course) (Correspondence)
- OLE (Organizational Leadership for Executives) (Resident)
- PME I/II (Personnel Management for Executives) (Resident)

### EXECUTIVE

- ★ SES Training Conference (Resident)
- ★ GO/SES Force Integration (Resident)
- ★ CCL (Center for Creative Leadership) (Resident)
- ★ EO/EEO Orientation (Resident)
- ★ APEX SES Orientation (Resident)
- ★ GO/SES Communication Workshop

SUSTAINING BASE LEADERSHIP & MANAGEMENT (SBLM)  
at ARMY MANAGEMENT STAFF COLLEGE  
DEFENSE LEADERSHIP AND MANAGEMENT PROGRAM  
SENIOR SERVICE COLLEGE

★ Mandatory

Policy & Program Development-ASA(M&RA)

CCMODEL 062200



# Resource Allocation Selection System (RASS)

- ❑ What Is It?
- ❑ Purpose
- ❑ How To Use It



# Defense Travel System (DTS)

[www.oaa.army.mil](http://www.oaa.army.mil)

- ❑ What Is It ?
- ❑ How to Register
- ❑ Flow of Requests
- ❑ Filing Vouchers



# Contacts

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Rita Robinson, Chief, Command Sustainment  
And Revitalization Division  
703-545-1130



## Questions???





# **Army Incentive Awards Program**

Presented To: USAASC

Presented By: JoAnn F. Anderson

20 April 2011



# Agenda

- Mission
- Incentive Awards Program Staff's Role
- Honorary Awards
- Public Service Awards
- Special Award Programs
- Timelines
- Award Nominations
- Updates





# Mission

- ❑ To provide quality personnel service, support and administration of the Army awards program, which enhances mission accomplishment by recognizing Soldiers and civilians for excellence and motivating them to high levels of performance and service.





Office of the Administrative Assistant to the Secretary of the Army

[www.oaa.army.mil](http://www.oaa.army.mil)

# Incentive Awards Program

## Staff's Role

- Provide guidance
- Process Administrative Assistant to the Secretary of the Army (AASA) level award nominations
  - Review nomination packages
  - Ensure packages are complete
  - Obtain AASA approval and signature



# Honorary Awards



## **Decoration for Exceptional Civilian Service**

For exceptional performance of duties, an exceptional achievement of major significance, providing outstanding leadership, or exhibiting great courage.



## **Meritorious Civilian Service Award**

For performance of duties in an exemplary manner, demonstrating unusual initiative and skill, achieving outstanding results, or exhibiting courage in an emergency.



## **Superior Civilian Service Award**

For superior service or achievement, or heroism to a lesser degree than that recognized by the Meritorious Civilian Service Award.



## **Commander's Award for Civilian Service**

For performance of duties in an outstanding manner, demonstrating initiative, skill and leadership in performing assigned duties, demonstrating courage or rendering service resulting in favorable local publicity.



## **Achievement Medal for Civilian Service**

For noteworthy achievements that are of lesser degree than that recognized by the Commander's Award for Civilian Service.



## **Certificate of Achievement**

For accomplishing assigned duties in a commendable manner, demonstrating initiative and skill or improving employee job performance or morale.



## **Certificate of Appreciation**

To recognize accomplishments of employees when a monetary or higher level honorary award is not warranted.



# Public Service Awards



## **Decoration for Distinguished Civilian Service**

Distinguished service that makes a substantial contribution to the accomplishment of the Army's mission.



## **Secretary of the Army Public Service Award**

Exceptional service that makes a substantial contribution to the accomplishment of the Army's mission.



## **Outstanding Civilian Service Award**

Outstanding service that makes a substantial contribution or is of significance to a MACOM or the Army as a whole.



## **Commander's Award for Public Service**

For service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.



## **Certificate of Appreciation for Patriotic Civilian Service**

For achievement that contributes to the mission of an Army activity, command, or staff agency, or to the welfare of Army personnel.



## **Civilian Award for Humanitarian Service**

For direct "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or groups of individuals.



# Special Award Programs

AWARD	Description	Eligibility	Due at HRMD	HQ/ORG Proponent	Due at Higher HQ/Org	Approval Authority
Pace	Performed significant staff assignments benefiting the Army.	Civilian GS-14 or below and Military LTC or below, assigned to HQDA in a staff capacity.	January	AASA	N/A	SecArmy
National Public Service	Outstanding contributions and whose accomplishments can be viewed as models of public service within and outside the work environment.	Civilians	February	AASA, DCS, G1 AIAB	April	SecArmy & National Academy of Public Administration
DoD David O. Cooke Excellence in Public Administration	Demonstrates great leadership potential as a future Federal Executive.	Civilian employees, non-managerial with 3 to 10 yrs of civilian service	March	AASA, DCS, G1 AIAB	May	SecArmy
Roger W. Jones Award for Executive Leadership	Demonstrates executive leadership and management excellence.	Civilian SES employees	March	AASA, DCS, G1 AIAB	May	SecArmy & Roger W. Jones Award Selection Committee



# Special Award Programs

AWARD	Description	Eligibility	Due at HRMD	HQ/ORG Proponent	Due at Higher HQ/Org	Approval Authority
<a href="#">The Spirit of Hope Award</a>	Epitomizes the values of Mr. Bob Hope: duty, honor, courage, loyalty, commitment, integrity and selfless dedication.	Civilian, Military, private citizen, or organization.	April	AASA, DCS, G1 AIAB	April	SecArmy
William A. Jump Memorial Foundation	Outstanding service in public administration.	Civilians 36 years old and under	May	AASA, DCS, G1 AIAB	July	SecArmy, William A. Jump Committee
Zachary and Elizabeth Fisher Civilian Humanitarian Award	Demonstrates exceptional patriotism and humanitarian concerns for members of the US Armed Forces or their families.	Individuals or organizations who are not currently employed by DOD and its components	June	AASA, DCS, G1 AIAB	August	SecArmy
<a href="#">GEICO Public Service</a>	Provide outstanding service to the public.	Civilian employees and one Federal retiree	August	AASA, DCS, G1 AIAB	October	SecArmy & GEICO Public Service Awards Selection Committee
Presidential Ranks of Distinguished/Meritorious Executives	Demonstrates strength, integrity, industry, and a relentless commitment to excellence in Public service.	SES members	September	DCS, G1 US Army SES Office (ASA (M&RA))	November	President of the U.S.



# Special Award Programs

AWARD	Description	Eligibility	Due at HRMD	HQ/ORG Proponent	Due at Higher HQ/Org	Approval Authority
<a href="#">Arthur S. Flemming</a>	Outstanding performance in Federal Government.	Civilians and Military 3-15 yrs svc	November	DCS, G1 AIAB	January	SecArmy & Arthur S. Flemming Commission
John W. Macy, Jr.	Excellence in the leadership of Army civilians.	Civilian	December	DCS, G1 AIAB	January	SecArmy
Nick Hoge	Submit papers on Civ Admin and Mgmt that are judged professionally significant & of value to Army.	Civilian and Military	December	DCS, G1 AIAB	January	Assistant G-1 for Civilian Personnel Policy staff and Army Civilian Personnel Alumni Association
William H. Kushnick	Contributions & achievements in Army civilian HR program.	Civilians in CP-10	December	DCS, G1 AIAB	January	SecArmy



# Timeline

Award	Approval	Lead Time
Decoration for Exceptional Civilian Service	Secretary of the Army	60 days*
Decoration for Distinguished Civilian Service (Public Service Award)	Secretary of the Army	60 days*
Secretary of the Army Public Service Award (Public Service Award)	Secretary of the Army	60 days*
Meritorious Civilian Service Award	Administrative Assistant to Secretary of the Army	30 days*
Outstanding Civilian Service Award (Public Service Award)	Administrative Assistant to Secretary of the Army	30 days*





# Award Nominations

- Requirements
  - Approved DA Form 1256
  - Principal Official Endorsement
  - Proposed Citation (Word Document)
  - Biographical Sketch
  - Justification
  - List of Previous Awards with dates
  - Photograph (if required)
  - EEO and CPAC Certification
  - Presentation Date/Time/Location
  - Point of Contact



# Award Nominations (cont'd)

- Common Errors
  - Late/Last Minute Submission
  - Missing Principal Official's Endorsement
  - Incorrect Proposed Citation
  - Justification -dates can't overlap
  - Missing List of Previous Awards with dates



# Updates

- AR 672-20 Draft Revision
  - New awards, modifications
  - Clarification
  
- Secretary of the Army Pace Award Ceremony
  - Date: 5 May 2011
  - Location: Hall of Heroes, Pentagon
  - Time: 1000
  
- OAA Awards Homepage
  - <https://intranet.hqda.ds.army.mil/oaa/Pages/Awards.aspx>